

## Message Text

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ORIGIN CA-01

INFO OCT-01 ARA-14 ISO-00 SCS-06 SIG-03 /025 R

DRAFTED BY CA:LMWAUCHOPE

APPROVED BY CA:JWDEWITT

-----126795 020237Z /70

P R 020054Z MAY 78

FM SECSTATE WASHDC

TO AMEMBASSY LIMA PRIORITY

AMEMBASSY BOGOTA

AMEMBASSY BRASILIA

AMEMBASSY SANTIAGO

AMEMBASSY LA PAZ

AMEMBASSY QUITO

AMCONSUL CALI

AMCONSUL RECIFE

INFO AMEMBASSY ASUNCION

AMCONSUL BARRANQUILLA

AMCONSUL BELEM

AMEMBASSY BUENOS AIRES

AMEMBASSY CARACAS

AMCONSUL GUAYAQUIL

AMCONSUL MARACAIBO

AMEMBASSY MONTEVIDEO

AMCONSUL RIO DE JANEIRO

AMCONSUL SALVADOR

AMCONSUL SAO PAULO

UNCLAS STATE 111042

E.O. 11652: N/A

TAGS: CGEN

SUBJECT: LIMA CONSULAR CONFERENCE AGENDA

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1. AGENDA FOR CONSULAR CONFERENCE AND LIST OF PARTICIPANTS  
FOLLOW. ACTION ADDRESSEE POSTS SHOULD NOTE THEIR REPRESENTATIVE'S INCLUSION IN AGENDA.

2. PANEL ENTITLED "CONSULAR SECTION MANAGEMENT: THE VIEW  
FROM THE FIELD" WAS FOUND VERY USEFUL IN THE RECENT NEA AND  
EUR CONFERENCES. TOPICS TO BE DISCUSSED BY PANELISTS

SHOULD INCLUDE, BUT NOT BE LIMITED TO, EFFECTIVE MANAGEMENT OF CONSULAR WORKLOAD, SECTION ORGANIZATION, RELATIONSHIPS WITH COUNTRY TEAM, VISA REFERRALS, ROTATION OF JUNIOR OFFICERS, TRAINING OF OFFICERS AND LOCAL EMPLOYEES.

3. PANEL ENTITLED "SERVICES TO AMERICAN CITIZENS: THE VIEW FROM THE FIELD" IS NEW. TOPICS TO BE DISCUSSED BY PANELISTS SHOULD INCLUDE, BUT NOT BE LIMITED TO:  
A) TECHNIQUES FOR SEPARATING VALID FROM INVALID REQUESTS FOR ASSISTANCE, HOW BEST TO RESPOND TO THE FORMER WHILE POLITELY DECLINING THE LATTER;  
B) SERVICES TO USC'S NOT COVERED IN THE FAM;  
C) HOW TO ESTABLISH AND MAINTAIN EFFECTIVE CONTACTS WITH LOCAL OFFICIALS;

D) GETTING SUPPORT FROM ALL POST PERSONNEL;  
E) TRAINING OF OFFICERS AND LOCAL EMPLOYEES IN PUBLIC RELATIONS ASPECT OF THEIR WORK; AND  
F) HANDLING AFTER-HOURS REQUESTS FOR ASSISTANCE.

4. AGENDA:

MONDAY, MAY 8

9:00 AM CONFERENCE REGISTRATION  
9:30 AM WELCOMING REMARKS - ERNEST H. PREEG,  
DEPUTY CHIEF OF MISSION  
9:45 AM OPENING REMARKS - JOHN W. DEWITT, DEPUTY  
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ASSISTANT SECRETARY, CA

10:30 AM GROUP PHOTOGRAPH  
10:45 AM COFFEE BREAK  
11:00 AM POLITICAL OVERVIEW OF THE REGION -  
FRANK MCNEIL, DEPUTY ASSISTANT SECRETARY, ARA  
NOON LUNCH  
2:00 PM ARA MANAGEMENT SUPPORT FOR THE CONSULAR  
FUNCTION: JOHN SIMMONS, ARA/MGT  
EVENING RECEPTION HOSTED BY MR. PREEG

TUESDAY, MAY 9

9:00 AM VISAS:  
1. MARY ANN MEYSENBURG, VO  
2. LEO SOTO, INS

10:30 AM COFFEE BREAK  
10:45 AM VISAS (CONT.)  
NOON LUNCH  
2:00 PM VISA WORKSHOP  
3:30 PM COFFEE BREAK  
3:45 PM VISA WORKSHOP (CONT.)

WEDNESDAY, MAY 10

9:00 AM PER - MIKE DURKEE  
10:45 AM COFFEE BREAK  
11:00 AM SPACE MANAGEMENT - ICHIRU MORI, FBO  
NOON LUNCH  
2:00 PM PANEL DISCUSSION: CONSULAR SECTION MANAGE-  
MENT--THE VIEW FROM THE FIELD:  
1. JOHN COFFMAN, LIMA  
2. DICK MOREFIELD, BOGOTA  
3. A. GREGORY THIELMANN, BRASILIA  
4. EDWIN L. BEFFEL, SANTIAGO  
3:30 PM COFFEE BREAK  
3:45 PM PANEL DISCUSSION (CONT.)

THURSDAY, MAY 11  
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9:00 AM AMERICAN SERVICES:  
1. STEVE DOBRENCHUK, SCS  
2. CAROLYN WILLSON, PPT  
10:30 AM COFFEE BREAK  
10:45 AM AMERICAN SERVICES (CONT.)  
NOON LUNCH  
2:00 PM AMERICAN SERVICES WORKSHOP  
3:30 PM COFFEE BREAK  
3:45 PM AMERICAN SERVICES WORKSHOP (CONT.)

FRIDAY, MAY 12

9:00 AM PANEL DISCUSSION: SERVICES TO AMERICAN  
CITIZENS--THE VIEW FROM THE FIELD:  
1. THOMAS MURPHY, LA PAZ  
2. LEILA S. BELAVAL, QUITO  
3. ROY J. APEL, CALI  
4. MARVIN J. HOFFENBERG, RECIFE  
10:30 AM COFFEE BREAK  
10:45 AM PANEL DISCUSSION  
12:30 PM CONFERENCE WRAP-UP--JOHN W. DEWITT

5. WASHINYTON PARTICIPANTS:

JOHN W. DEWITT, DEPUTY ASSISTANT SECRETARY FOR CONSULAR  
AFFAIRS  
FRANK MCNEIL, DEPUTY ASSISTANT SECRETARY FOR INTER-  
AMERICAN AFFAIRS  
STEVE DOBRENCHUK, SCS  
MARY ANN MEYSENBERG, VO  
CAROLYN WILLSON, PPT  
MIKE DURKEE, PER  
ICHIRU MORI, FBO  
JOHN SIMMONS, ARA/MGT  
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EMILY PERREAULT, ARA/RPP  
LEO SOTO, INS

6. POST PARTICIPANTS:

ASUNCION	WILLIAM FINNEGAN
BARRANQUILLA	LARRY D. HUFFMAN
BELEM	JOSEPH BECELIA
BOGOTA	RICHARD H. MOREFIELD
BRASILIA	A. GREGORY THIELMANN
BUENOS AIRES	GOODWIN SHAPIRO
CALI	ROY J. APEL
CARACAS	HOWARD R. GROSS
GUAYAQUIL	LAYTON RUSSELL
LA PAZ	THOMAS F. MURPHY
LIMA	JOHN COFFMAN
MARACAIBO	STEPHEN G. MCFARLAND
MONTEVIDEO	MARIANNE GUSTAFSON
QUITO	LEILA S. BELAVAL
RECIFE	MARVIN J. HOFFENBERG
RIO DE JANEIRO	MARGARET J. BARNHART
SALVADOR	PETER WHITNEY?
SANTIAGO	EDWIN L. BEFFEL
SAO PAULO	VIRGINIA SHER

7. FOR LIMA: DEPARTMENT WOULD APPRECIATE IF AGENDA  
COULD BE REPRODUCED TOGETHER WITH THE LIST OF CONFERENCE  
PARTICIPANTS AND INCLUDED IN WELCOME KITS. ALSO, FOR  
MORI PRESENTATION 11 AM WEDNESDAY, MAY 10, PLEASE  
HAVE AVAILABLE DRAWING BOARD, PAPER, AND COLORED MARKERS.

8. FOR LA PAZ: MURPHY HAS BEEN INFORMED OF HIS  
PARTICIPATION IN MAY 12 PANEL. VANCE

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NNN

## Message Attributes

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**Concepts:** n/a  
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**Review Markings:**  
Sheryl P. Walter  
Declassified/Released  
US Department of State  
EO Systematic Review  
20 Mar 2014  
**Markings:** Sheryl P. Walter Declassified/Released US Department of State EO Systematic Review 20 Mar 2014